

Instructions for accessing the CITI Course in the Responsible Conduct of Research*:

1. All UTSA employees and students have a MyUTSA ID (abc123) and should use Single Sign-On (SSO) to ensure that the course record is linked to your UTSA Training Log. If you have used CITI prior to UTSA having SSO (effective September 18, 2015), please proceed to login to CITI at <https://www.citiprogram.org/index.cfm?pageID=668> and select UTSA for SSO login instructions. Please check your CITI account profile and verify that the UTSA network account ID is your MyUTSA ID.
2. For first time CITI users, please proceed to <https://www.citiprogram.org/> and click the “Register” button to create a user name and password of your choice according to the instructions given. Be sure to record your user name and password so that you can log in to the course again later, if needed, and make sure that UTSA network account ID is your MyUTSA ID.
3. Enter your name and email address (@utsa.edu or @my.utsa.edu).
4. Select “University of Texas at San Antonio” as your Institution.
5. Go to “Main Menu” and select “Add Course/Update Learner Groups”.
6. Choose **ONE** of the following RCR courses** you want to complete under Question 2:

Question 2

Research Ethics / RCR

Select a Learner Group for the Responsible Conduct of Research (RCR) Course. This module covers topics on research ethics. Note that this module does not satisfy requirements for Human Subjects Research.

Choose all that apply

- Biomedical Research
- Social and Behavioral Research
- Physical Science
- Humanities
- Engineering and Computing

- CITI Biomedical Research RCR Course
 - CITI Social, Behavioral, and Education (SBE) Sciences RCR Course
 - CITI Physical Sciences RCR Course
 - Humanities RCR Course
 - CITI Engineering and Computing RCR Course
7. From the Learner’s Menu page, you can now access the course(s) you selected.

* If you are required to complete the CITI Human Subjects Training Modules for the IRB, you can select those modules at the same time. The log-in process for both IRB and RCR training is the same.

**You may choose multiple disciplines, but each course covers the same basic material. Only the case studies and other examples have been modified to be more discipline specific.